

**Department of Health and Human Services
Administration for Children and Families**

Program Office: Office of Child Support Enforcement
Funding Opportunity Title: Section 1115 Demonstration Grants
Announcement Type: Initial
Funding Opportunity Number: HHS-2006-ACF-OCSE-FD-0006
CFDA Number: 93.564
Due Date for Applications: **05/24/2006**

Executive Summary:

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE), invites applications from State Title IV-D agencies for Fiscal Year (FY) 2006 funding of demonstration activities intended to add to the knowledge and to promote the objectives of the Child Support Enforcement Program under Section 1115 and Title IV-D of the Social Security Act. Only State Title IV-D agencies or the umbrella agencies of which they are a part are eligible to apply for these grants. Throughout the priorities, we note that faith- and community-based organizations may be used as collaborators with the States in the proposed projects, as appropriate.

Applications will be screened and evaluated as indicated in this program announcement. Awards will be contingent on the outcomes of the competition and the availability of funds. For new grants in FY 2006, \$1,004,604 is available for all priority areas. The Section 1115 funds awarded to each project will represent 29 percent of the total project costs. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. Grantees must provide at least five percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. An example of the project budget for one possible grant award available under this announcement is provided below under *Section III.2*. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.2*, below. The Section 1115 grant (29 percent of the total), the State match (five percent of the total), and the Title IV-D match (66 percent of the total) must be identified separately on the budget forms.

On October 21, 2004, OCSE conducted an audio conference call on "Writing a Grant Application Made Easy." The material presented covered major similarities and differences between Section 1115 and Special Improvement Project (SIP) grant programs, key elements of the evaluation criteria, and advice on what to include and common mistakes to avoid. It did not cover the details of the published announcement or discuss the specific priority areas. A text

version and link to the audio version of that audio conference will be available on the ACF/OCSE web site, searchable at: <http://www.acf.hhs.gov/programs/cse/>.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 1115(a) is the statutory authority for this program.

Section 1115 provides funds for experimental, pilot, or demonstration projects which are likely to assist in promoting the objectives of Part D of Title IV. The projects:

- (1) must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program; and
- (2) may not permit modifications in the child support program that would have the effect of disadvantaging children in need of support.

Priority Area 1:

Timely Revisions of Orders Based on Ability to Pay for Categories of Persons Affected by Lowered Pay (Layoffs, Military Personnel, and/or Prisoners) and Provision of Related Services

Description

There are large numbers of noncustodial parents (NCPs) whose earnings were cut or eliminated due, for example, to layoffs, a call to military duty of reserve units, or imprisonment. This priority is intended to have States demonstrate new techniques for responding promptly to one or more of these groups of NCPs via improvement to existing automated methods, business practices and/or employment-related services.

OCSE invites States to develop strategies providing for the: (a) timely setting of orders; (b) prompt response to changes in circumstances warranting a review and possible modification of support orders and arrears; (c) establishment of reasonable repayment plans; (d) arrangement of employment services for unemployed or underemployed low-income NCPs through partnerships with workforce development agencies; and/or (e) delivery of services, by agencies and organizations, to incarcerated or paroled NCPs to help them pay child support and encourage reunification with their family, as appropriate. The project may demonstrate better processes applicable to one or more of these groups.

II. AWARD INFORMATION

Funding Instrument Type:

Grant

Anticipated Total Priority Area Funding: \$405,000

(Three grants, each funded at \$135,000 the first year; \$65,000 the second year)

Anticipated Number of Awards: 3

Ceiling on Amount of Individual Awards: \$200,000 per project period

(Total funding for each grant for two years)

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$200,000 per project period

(Total funding for each grant for two years)

Length of Project Periods: 24-month project with two 12-month budget periods.

Maximum Section 1115 Amount for Each Award: 1st year = \$135,000; maximum for any applicants 2nd year = \$65,000.

An example of the project budget for FY 06 for one possible grant award available under this priority area is:

Source	Amount	% of Project Budget
Section 1115 Grant Award	\$135,000	29%
State Share	\$ 23,276	5%
Title IV-D Administration FFP	\$307,241	66%
Total Project Budget for FY 06	\$465,517	100%

Priority Area 2:

Increased Child Support Enforcement Collections/Efficiencies Through Increasing Levels of Automation or Re-engineering Business Practices

Description

Keeping program, policy and automated systems synchronized presents several challenges to the child support community. Business practices and policy decisions that were developed years ago

based on the technological environment at the time ought to be looked at again in light of technology advancements.

OCSE invites States to develop innovative and cost-effective means of reducing manual interventions to the current automated system functionality, while maintaining appropriate application of techniques geared to improve enforcement. States are also invited to demonstrate inventive ways to re-engineer current business practices, which typically includes an analysis of staffing and organizational structure, that will contribute to greater efficiencies and cost reductions in administering the program.

As an example of improving the level of automation, States with certified child support enforcement systems have automated many processes related to the provision of IV-D services including Federal Institutional Data Match (FIDM), license suspension and case closure. In some states, these processes still involve a significant amount of manual intervention by the caseworker to complete. As a result, automated remedies are often not fully-utilized, resulting in a loss of support collections and fewer paternities/orders established.

For business process re-engineering proposals, States would develop innovative and cost effective means of conducting child support business based on current technology. For example, two States recently incorporated debit authorization as a means of collecting child support in lieu of the standard income withholding order (IWO) process. This process eliminates generating the IWO and verification of employment forms, saves employers time and effort and affords a degree of privacy to the employee. Debit authorization can also reduce the risk of accruing arrearages due to the gap in time between the first pay period and the receipt of the IWO by the employer.

Successful applicants will demonstrate creative and innovative business practices and/or use of advanced technologies intended to increase collections or improve program efficiency.

II. AWARD INFORMATION

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: \$450,000

(Three grants, each funded at \$150,000 the first year; \$75,000 for second year; \$75,000 for third year)

Anticipated Number of Awards: 3

Ceiling on Amount of Individual Awards: \$300,000 per project period

(Total funding for each grant for three years)

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$300,000 per project period

(Total funding for each grant for three years)

Length of Project Periods: 36-month project with three 12-month budget periods.

Maximum Section 1115 amount for each award: 1st year = \$150,000; maximum for any applicants 2nd year = \$75,000; and 3rd year = \$75,000.

An example of the project budget for FY 06 for one possible grant award available under this priority area is:

Source	Amount	% of Project Budget
Section 1115 Grant Award	\$150,000	29%
State Share	\$ 25,862	5%
Title IV-D administration FFP	\$341,379	66%
Total Project Budget for FY 06	\$517,241	100%

Priority Area 3:

Improved Child Support Results through Collaboration with Child Welfare Agencies

Description

Child support enforcement agencies depend on other agencies for information to locate parents who can provide for their children's needs. Some of the children most at risk are those in foster care. Caseworkers and agencies in the fields of child welfare and child support enforcement have different cultures. Yet in many instances, they share caseloads and the goal of improving the lives of the children they serve. Interagency cooperation may lead to improving the relationship of non-resident parents and their children; it may also lead to improving the financial status and health care of the children served. Increased agency cooperation and improvements in processes and automation would help the agencies meet these, and other, goals.

Under this priority area, State Title IV-D agencies would develop a partnership with a child welfare State or local agency and demonstrate how the use of business process re-engineering and/or automation improves service delivery and program performance to the customers in their shared caseloads. The agencies would develop an interagency agreement designed to be of

mutual benefit to the partners, including the development of appropriate referral criteria for the child welfare agency and guidance to the child support agency on applicability of child support guidelines when family reunification is the goal of the child's permanency plan. The demonstration would assess the impact of the partnership and use of technology/redesigned non-automated processes on child support goals and objectives (including one or more of the performance measures defined in the national Child Support Enforcement strategic plan) and on the partner agency's goals, relative to the shared caseload. The agencies would plan and track their program outcomes together. The evaluation should describe the impact of the demonstration on the child support and partner agencies and on the children and parents; the report should also include a process analysis of the intervention on all agencies involved in the demonstration.

II. AWARD INFORMATION

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: \$149,604

(Two grants each funded at \$74,802 for the first year; \$60,000 for the second year; \$60,000 for third year)

Anticipated Number of Awards: 2

Ceiling on Amount of Individual Awards: \$194,802

(Total amount for each grant for three years)

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$194,802 per project period

(Total amount for each grant for three years)

Length of Project Periods: 36-month project with three 12-month budget periods.

Maximum Section 1115 amount for each award: 1st year = \$75,000; maximum for any applicants 2nd year = \$60,000; and 3rd year = \$60,000.

An example of the project budget for FY 06 for one possible grant award available under this priority area is:

Source	Amount	% of Project Budget
Section 1115 Grant Award	\$ 74,802	29%
State Share	\$ 12,896	5%
Title IV-D Administration FFP	\$170,238	66%
Total Project Budget for FY 06	\$257,937	100%

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D or human services umbrella agencies only.

Throughout the priorities, we note that States may collaborate with faith- and community-based organizations in the proposed projects, as appropriate.

2. Cost Sharing or Matching: Yes

Failure to provide the required cost sharing/matching amount will result in a disallowance of unmatched Federal funds.

All grant awards are subject to the availability of appropriated funds. The Section 1115 funds awarded to each project will represent 29 percent of the total project costs. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. Grantees must provide at least five percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D FFP, and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.3*, below. The proposed State five percent match must be identified on the budget forms. Matching funds must be provided in cash; they may not be in-kind. However, services provided by the grantee State are not considered in-kind funds.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

Funding for continuation awards for budget periods is conditioned on the availability of funds, satisfactory progress by the grantee, and a determination that continued funding the project is in the best interest of the Federal Government.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Xavier Nelson
ACF/OCSE
370 L'Enfant Promenade, SW
Aerospace Building, 4th Floor East
Washington, DC 20447
Phone: 202-401-5373
Email: xnelson@acf.hhs.gov

2. Content and Form of Application Submission:

The applicant should clearly **indicate in its application(s) for which specific priority area it is applying**. This information is necessary in order that the application be judged according to the priority area description and in competition with other applications. Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, **they may not submit one application for the same project covering multiple priority areas**. The length of the application,

excluding the application forms, certifications, and resumes, should be no more than 25 pages double-spaced. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding required forms, certifications and resumes) to determine the total length.

To facilitate the review of applications, applicants should address each requirement in the priority area description under the appropriate Section of the program narrative statement. The reviewers will determine the strengths and weaknesses of each application using the evaluation criteria listed below, provide verbal and written comments, and assign numerical scores to each application.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as a part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this Section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the

forms. The forms and certifications may be found at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Additional Application Requirements:

Each application must be submitted in accordance with the guidance provided below.

- a) The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.
- b) If more than one State's agency is involved in submitting a single application, **one State agency must be identified as the applicant organization that will have legal responsibility for the grant.**
- c) Applicants for these grants are requesting Section 1115 funds. The other sources of funds, both State and Title IV-D administrative funds, are matching funds. Therefore, on the SF-424, Item 15, list on line "a" the Section 1115 funds requested; list on line "c" the matching State funds and list on line "e" the Title IV-D matching funds.

On the SF-424A, in Section A, add the State and Title IV-D shares and enter the sum in column (f).

In Section B, enter the funds for Section 1115 in column (1), State in column (2), and Title IV-D matching funds in column (3).

In Section C, enter the State match in column (b) and the Title IV-D match in column (d).

In Section D, add the State and Title IV-D shares as the non-Federal share.

In Section E, list only the Section 1115 funds; note that these entries are for **Future Federal Years**, that is, for the FY06 new grants, they are for FY07, and (for three-year projects) FY08.

- d) Applicants should NOT include funds for trips to conferences or to OCSE's Central Office in Washington, DC, except that they should include the costs of one trip to Washington, DC for two days for up to three people. If OCSE requests such visits, it will reimburse the grantee for them.
- e) Construction costs may not be included in the project.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

3. Submission Dates and Times:

Due Date for Applications: 05/24/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections	Found in Sections IV.2 and V	By application

	IV.2 and V		due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Non-Federal Commitment Letters	See Sections IV.2 and V	Letters from agencies/organizations that provide services that are committed to carrying out part of the project.	By application due date.
Other: 3 rd -Party Agreements	See Sections IV.2 and V	Contracts or other agreements from agencies/organizations that are committed to carrying out part of the project.	By application due date.
Support Letters	See Sections IV.2 and V	Letters from agencies/organizations that provide similar or related services but are not proposed to be carrying out part of the project.	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Assurances	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.

4. Intergovernmental Review:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Applicants should NOT include funds for trips to conferences or to OCSE's Central Office in Washington, DC, except that they should include the costs of one trip to Washington, DC for two days for up to three people. If OCSE requests other such visits, it will reimburse the grantee for them.

Construction costs may not be included in the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or
- (b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

Number of Projects in Application

Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, **they may not submit one application for the same project covering multiple priority areas.**

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia M. Johnson, Section 1115 Application
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW,
Aerospace Building, 4th Floor-West
Washington, DC 20447

Hand Delivery

ACF Mailroom
2nd Floor (near loading dock)
Aerospace Building
901 D Street, SW
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 35 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of

substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance/ must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

The application identifies the results and benefits to be derived, the extent to which they are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the extent to which the proposed project costs are reasonable in view of the expected results.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the Title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or Section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92

procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency Title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE 20 points

The application pinpoints the problem or issue requiring a solution and demonstrates the need for the assistance; states the goals and principal and subordinate objectives of the project; provides supporting documentation or other testimonies from concerned interests other than the applicant; identifies other successful demonstration projects that may have implications for the proposed demonstration; identifies the conceptual or theoretical framework for this model; and describes whether the proposed project replicates or modifies previously evaluated model(s) addressing the identified need. Discuss how support to fund the project will be sought should the project become a regular part of agency operations following the demonstration.

APPROACH 20 points

The application outlines a sound and workable plan of action and timeline, and details how the proposed work will be accomplished; describes the approach in detail and points out its unique features; cites factors that might accelerate or delay this approach, giving acceptable reasons for taking this approach as opposed to others; describes and supports any unusual features of the project, such as extraordinary social and community involvement; includes an adequate staffing plan that lists key and support staff, consultants, and any agency, organization, other key group, and/or advisory panels involved or proposed; and describes the responsibilities, activities, and/or training plans for each, if applicable. Proposals that require a change in statute will be marked down in points. A supplement to this description may also be presented in a logic model. A logic model is a graphic depiction or map that shows the links between assumptions about the target group, program resources, activities, outputs and outcomes.

Random assignment demonstration approaches should be considered when feasible and appropriate. Through demonstrations using experimental and control groups, results are likely to be more definitive and, therefore, the project will have clear value, whether or not it is successful. The application should discuss if a random assignment approach was considered and/or found feasible and appropriate.

RESULTS OR BENEFITS EXPECTED

20 points

The application identifies the results and benefits to be derived, the extent to which they are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the extent to which the proposed project costs are reasonable in view of the expected results.

EVALUATION

20 points

The application identifies the kinds of data to be collected and maintained, describes procedures for informed consent of participants, where applicable, and discusses the criteria to be used to evaluate the results of the project. The application describes the evaluation methodology to be used to determine if the process proposed was implemented, if the needs identified were addressed, and if the benefits expected were achieved. Preferred evaluations will include: 1) a process evaluation, 2) an outcome evaluation, and 3) an impact evaluation.

Independent evaluations are the normal and preferred evaluation arrangements for all projects. An independent evaluation contractor is an entity independent of the executive branch of State government (not including State universities; State universities may be considered as independent for the purpose of conducting evaluations). The evaluator should be qualified and experienced in evaluating experiments of the nature, design, scale, and duration of that proposed by the State.

Sound evaluations to determine whether or not project purposes have been realized and if the project is replicable are of importance to CSE policy makers. Accordingly, careful attention should be paid to the evaluation component of the project application. Funding for the evaluation should also be estimated with this in mind. Funds allocated for evaluations should represent a meaningful share of the overall budget proposal. In order to demonstrate "meaningful share," the applicant should include an estimate that shows clearly the scope and level of effort of the proposed evaluation activity. A meaningful evaluation will show adequate budget allocations for such activities as local site data collection, training, sampling, if appropriate, random assignment to experimental and control groups, if appropriate, and third-party consultation on analysis and other aspects of evaluation. A supplement to the evaluation should be a plan outlining how and where the program or project will be implemented after the demonstration ends.

ORGANIZATIONAL PROFILES

10 points

The application identifies the educational and professional background of the project director and key project staff and the experience of the organization to demonstrate the applicant's ability to administer and implement the project effectively and efficiently.

BUDGET NARRATIVE

10 points

The application proposes reasonable project costs and allocates sufficient funds appropriately across activities to accomplish the objectives.

The application describes the relationships between the proposed project and other Federally assisted work planned, anticipated or underway by the applicant. If the project proposed is a collaboration, the application must describe the nature and extent of the collaboration, including the responsibilities of the respective agencies or organizations in carrying out the activities identified in the work plan.

The description of activities to be conducted under the contract must provide, for each person, detail of the level of person-hours of each position and their annual salary and the cost for this contract, and a delineation of the costs for the same categories listed in row six (Object Class Categories) of SF-424A.

Although the general rule stated above under the heading TRAVEL suggests otherwise, applicants should NOT include funds for trips to conferences or to OCSE's Central Office in Washington, DC except that they should include the costs of one trip to Washington, DC for two days for up to three people. If OCSE requests other such visits, it will reimburse the grantee for them.

Construction costs may not be included in the project.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding. **It is necessary that applicants state specifically for which priority area they are applying.**

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous U.S. Department of Health and Human Services grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only

to applications that are responsive to the evaluation criteria within the context of this program announcement.

Federal reviewers will be used for the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

These requirements may be found at the following URL:
www.hhs.gov/grantsnet/admin/fedreg45.htm.

Notice of Possible Cross-site Evaluation

While local evaluation of individual projects is a valued requirement for these projects, there is also the possibility that individual projects may be asked to gather and compile data in a manner that facilitates cross-site evaluation. It is anticipated that cross-site evaluations for some projects may be undertaken in this and subsequent years, using funds in addition to those referenced in this announcement. Applicants must agree to become part of, and fully cooperate with, cross-

site evaluators, should OCSE undertake such an evaluation. Grantees should be prepared to meet with other grantees, Federal officials, and the evaluator, as appropriate. If a cross-site evaluation is conducted, OCSE will bear the cost of it.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Quarterly

Financial Reports: Quarterly

VII. AGENCY CONTACTS

Program Office Contact:

Karen Anthony
ACF/OCSE
370 L'Enfant Promenade, SW
Aerospace Bulding, 4th Floor-West
Washington, DC 20447
Phone: 202-690-6275
Email: kanthony@acf.hhs.gov

Grants Management Office Contact:

Sylvia M. Johnson
Office of Grants Management, Division of Discretionary Grant
Administration for Children and Families
370 L'Enfant Promenade, SW, 4th Floor West
Aerospace Bulding, 4th Floor-West
Washington, DC 20447
Phone: 202-401-4524
Email: SYJohnson@acf.hhs.gov

VIII. OTHER INFORMATION

Grants.gov provides electronic acknowledgement of grant applications received electronically.

Applicants will not be sent acknowledgements of applications received by other means.

Additional information about this program and its purpose can be located at

URL: www.acf.hhs.gov/programs/cse/ .

Date: **02/21/2006**

Margot Bean
Commissioner
Office of Child Support Enforcement